



POSTING NUMBER: HR19-0012

ISSUE DATE: February 20, 2019

TITLE: Program Specialist 4 Socio-Economic Programs

CLOSING DATE: March 6, 2019

DIVISION / OFFICE /UNIT: Division of Housing and Community Resources

SALARY RANGE: S29: \$77,251.57 - \$110,169.34

NUMBER POF POSITIONS: 1

LOCATION: 101 S. Broad Street, Trenton, NJ 08625

OPEN TO: ☐ Department-Wide (Department of Community Affairs Employees ONLY)
☒ All Departments/Agencies (State Employees with permanent status ONLY)
☐ General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under the direction of a supervisory official in a State department or agency, supervises professional and/or technical staff engaged in program activities; prepares and signs official performance evaluations for subordinate staff; performs the most difficult and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of programs designed to meet the socio-economic needs of a specified client population, typically the elderly or low-income families, in areas such as energy, utility, or housing assistance; does related work as required.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Four (4) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating programs designed to meet the socio-economic needs of the elderly or low-income families, one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

NOTE:

Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE:

A Master's degree from an accredited college or university in Public or Business Administration, one of the social sciences or other discipline appropriate to the position may be substituted for one (1) year of non-supervisory experience.

LICENSE:

Applicants for positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to possess a certification as a Quality Control Inspector, issued by an agency accredited by the United States Department of Energy (USDOE), in conformance with USDOE Weatherization Program Notice 14-4.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

- ☐ A promotable eligible exists within the unit scope.
☐ A promotional list exists within the unit scope.
☐ An open competitive list exists.

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0012
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov
Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer

Revised: March 2018